



CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

State of New Jersey
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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JOHN J. HOFFMAN
Acting Attorney General

JENNIFER E. FRADEL
Administrator

March 19, 2015
NOTICE OF JOB VACANCY
#15-42

An opportunity currently exists in the classified service within the Department of Law and Public Safety, Division of State Police, for State of New Jersey employees who meet the requirements listed below:

TITLE: **Administrative Analyst 2**

SALARY: \$64,677.09 - \$92,011.89

LOCATION: Division of State Police
Fiscal & Asset Control Bureau
River Road
W. Trenton, NJ 08628-0068

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES:

Performs the moderately complex work involved in the administration of the Division's grant programs. Prepares applications for grants resources and provide technical assistance to units for grants applications. Reviews grant applications, agreements and accounting documents to insure budget information, conformity with grant conditions and proper utilization of resources to ensure compliance with federal and state regulations and procedures. Maintains liaison with state, county, and other agencies in order to coordinate grant programs. Works with the various units to administer sub grant process. Ensures that sub grants are awarded and implemented in accordance with federal and state requirements. Gathers information from various units and prepare reports for required reporting of grant program activities and milestones. Coordinates with the Department Consolidated Grants Management Office.

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE:

Three (3) years of experience in work involving the review, analysis and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning and/or implementation of improvements in a business or government agency.

NOTE:

Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal one (1) year of experience.

NOTE:

A Master's degree in Public Administration, Business Administration, Economics, Finance or Accounting may be substituted for one (1) year of indicated experience.

If you are interested in the above position, please send a resume with attached cover letter indicating your interest no later than the closing date of April 8, 2015 to:

Teresa Kuntz
Division of State Police
Office of Human Resources
PO Box 7068, W. Trenton, NJ 08628-0068
Or
njsp_resumes@gw.njsp.org

The “New Jersey First Act,” N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.